



Administrative Assistant

Position Description

REPORTS TO: Associate Director
STATUS: Part-Time Non-Exempt
WAGE: \$15.00-\$20.00/hour DOE

MISSION: The Whidbey Camano Land Trust actively involves the community in protecting, restoring, and appreciating the important natural habitats and resource lands that support the diversity of life on our islands and in the waters of Puget Sound.

POSITION SUMMARY: The Administrative Assistant is a service-oriented position that provides integral support in bookkeeping, database entry, office management, and various program support activities to the Land Trust.

DUTIES AND RESPONSIBILITIES: Duties include, but are not limited to, support administrative responsibilities that maintain an efficient and effective office environment, membership database input, bookkeeping data entry, grant contract management, assistance with outreach, and additional responsibilities depending on skills and experience. Job responsibilities and duties are as follows:

- Assist with daily bookkeeping tasks such as: data entry, invoice processing, filing, follow-up and vendor inquiries
- Assist with invoice copies, activity tracking, and filing related to grant contracts
- Provide back-up support in processing donations, including creating deposit record and entering donations and other information into Salesforce database
- Answer the phone and greet people that come into the office
- Set up rooms for meetings and take minutes when requested
- Provide mailing, copying, filing, scanning, and other support
- Assist in maintaining physical and electronic files
- Manage, mail, and order merchandise
- Assist with outreach events including, but not limited to, RSVP's, nametags, registration, supplies and materials, and follow-up data entry
- Other duties as assigned

Required Qualifications:

- At least one year of related experience in an administrative setting
- Demonstrated organizational skills with a keen eye for detail and quality control
- Strong computer skills, particularly in MS Word, MS Excel, MS Powerpoint, and email
- Good communication skills, including written, verbal and listening
- Good interpersonal and teamwork skills with a friendly personality and aptitude
- Ability to lift 30 lbs.
- Valid, insurable driver's license

Desired Attributes:

- Use of QuickBooks and/or financial data entry
- Database experience (Salesforce a plus)
- Experience in nonprofit environments
- Desire to learn
- Demonstrated commitment to land conservation

This is a part-time, hourly, non-exempt position that reports to the Associate Director. The Whidbey Camano Land Trust is an equal opportunity employer.

To apply: Submit a cover letter and resume by email, no later than June 9, 2019 to jobs@wclt.org. No phone calls please.